

Office of Financial Institutions
DATA SECURITY ON NOTEBOOK PC'S AND
PORTABLE STORAGE DEVICES

I. Purpose:

The purpose of this policy is to protect sensitive, proprietary and other data on OFI notebook PC's and portable data storage devices that are removed from state premises.

II. Policy:

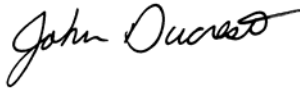
All sensitive data that is stored on OFI portable storage devices (Notebook PC's, USB thumb drives, USB hard drives, CD's, DVD's, etc.) that are removed from the state premises must be encrypted.

III. Scope:

OFI IT under the authority of the Office of Information Technology, pursuant to the provisions of R.S. 39:15.1, et seq., must comply with this policy.

IV. Responsibilities:

- A. OFI IT must make reasonable assurances that only approved storage devices will be used if employees are allowed to take sensitive data off state premises.
- B. OFI IT must make reasonable assurances employees subject to this policy are aware of the proper techniques regarding use of encryption on the devices referenced above.
- C. OFI IT will document and distribute procedures on how to encrypt CD's and DVD's.

APPROVED BY:

John Ducrest, CPA
Commissioner

May 9, 2008

Date